

DDA REGISTRY
FILE: Training-3-3

17 DEC 1979

MEMORANDUM FOR: Executive Officer to the DBA
VIA: Chief, Regulations Control Division, ISS
FROM: James H. McDonald
Director of Logistics
SUBJECT: Energy Conservation - Vanpool Presentation -
Headquarters Auditorium

1. It is requested that the attached proposed employee bulletin be published the week of 31 December 1979.

2. The proposed bulletin announces a presentation on vanpooling by representatives from the Department of Energy and VANGO of Maryland in the Headquarters Auditorium. Since the guest speakers have rigid schedules for January, and it would be impossible to arrange to have them on the same program at any other time that month, circulating the bulletin on 2 January 1980 should ensure an ample turnout for the program.

3. Questions concerning this request should be referred to LSD, extension

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AMMIA

James H. McDonald

Att

cc: EO/DBA

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EMPLOYEE BULLETIN
VANPOOL PRESENTATION

1. A presentation by representatives from the Department of Energy and VANGO of Maryland covering the basic aspects of forming and/or joining a vanpool will be made in the Headquarters Auditorium on Monday, 14 January at 2:00 p.m.

2. All employees are invited to attend the program. However, if the response is greater than the capacity of the auditorium, the overflow will be accommodated in the South Cafeteria for a video transmission. Additionally, a video tape presentation of this program may be scheduled for a later date in the auditorium if sufficient interest is indicated.

3. During the question and answer period, which is expected to follow, employees should take note of the fact that non-cleared personnel will be present.